

NATIONAL



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of Canada

Archives nationales
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Government
Publications

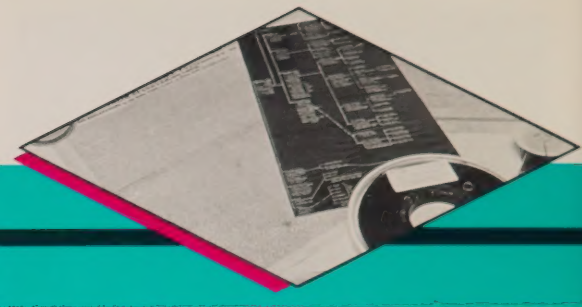
MANUSCRIPT

DIVISION

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NATIONALES

Canada



ARE YOU LOOKING FOR INFORMATION?

This brochure serves as a brief introduction to the holdings and activities of the Manuscript Division of the National Archives of Canada. If you have further questions, our staff will be more than happy to answer them.

National Archives of Canada
Manuscript Division
395 Wellington Street
Ottawa, Ontario
K1A 0N3

FAX: (613) 943-8112

TELEPHONE: (613) 996-7374

WHAT'S OUR ROLE?

The National Archives of Canada acquires, preserves and makes available to researchers both public and private records of national significance. Within the National Archives, the Manuscript Division acquires and preserves textual and machine-readable

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Use (Mark) by combination of length of letters, reference to numbers.

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Thanks to your far seeing policy and unwavering support the Canadian Pacific Railway is completed the last rail was laid this (Saturday) morning at 9:22.

M. C. Thakoon

records that document the lifestyles, actions and contributions of Canadians from the earliest voyages of discovery to the present time. These records of individuals, organizations and foreign governments relating to Canada help to reveal the day-to-day history of our society.

WHAT DO WE HAVE?

Some of our 10,000 collections date from as early as the fifteenth and sixteenth centuries. Among the wide variety of documentation are letters from early settlers, personal diaries of prime ministers, business records, minutes of multicultural organizations and, more recently, machine-readable archives. Our holdings are accessible through our computerized data base, MAINS, and through the use of our 1,800 finding aids.



DO YOU HAVE ANYTHING TO DONATE?

You may have a treasure chest of material stored in your home or office that the National Archives would be interested in. Most of the items donated to the Manuscript Division have come from individuals who understand the importance of documenting our rich and diverse past. If you have archival material that may be of national importance and interest, please let us know!

HOW ARE WE ORGANIZED TO SERVE YOU?

The Manuscript Division is divided into four services. Three deal with various forms of textual and machine-readable material, and the fourth provides conservation, administrative and technical support.



POLITICAL ARCHIVES SERVICE is responsible for documents of prime ministers, ministers, senators, members of Parliament and political parties.

PUBLIC ARCHIVES SERVICE looks after the documentation of French and British colonial administrations; papers of the governors general, judges, diplomats, senior public servants and other federal employees; and documents pertaining to military life.

CANADIAN SOCIETY ARCHIVES SERVICE is responsible for documents created by prominent individuals and corporate bodies of national significance that have been active in the social, cultural, economic and scientific fields. The service is also responsible for documents concerning the Indian and Inuit peoples and multi-cultural communities.

CONSERVATION AND SYSTEMS MANAGEMENT SERVICE deals with conservation, systems analysis and development, integration of machine-readable archives, and administration.

Steam-Boat NOTICE.

The Subscribers announce to the Public, that they have established the following Rates of Freight by their Steam-Boats, between the Ports of Quebec and Montreal, including the intermediate landing places, to commence on the 1st November.

UPWARDS.

| | | |
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| Pipes, | - | 7s. 6d. each. |
| Punchons, | - | 6s. 3d. do. |
| Hogheads, | - | 3s. do. |
| Barrels, accord- | - | 1s. 6d. a 3s. do. |
| ing to size, | } | |
| Bales, Cases, &c. | 15s. p. ton | admeasurement. |
| Iron, | - | 15s. p. ton wt. |
| Crates, according | - | 6s. 3d. a 7s. 6d. |
| to size, | } | each. |

DOWNWARDS.

| | | |
|---|-------------|----------------|
| Pipes, | - | 6s. 3d. each. |
| Punchons, | - | 1s. do. |
| Hogheads, | - | 2s. 6d. do. |
| Artes, p. Barrel, | 1s. 6d. do. | |
| Pork, Beef, &c. p. do. | 1s. 3d. do. | |
| Flour, | p. do. | 18d. do. |
| Apples, | p. do. | 7d. do. |
| Bales, Cases, &c. | 15s. p. ton | admeasurement. |
| Butter or Lard in Kegs, not exceeding 60 lbs. weight, | - | 6d. each. |

The Prices for other Articles not enumerated above, to be regulated by the Masters of the Steam-Boats.

JOHN MOLSON & SONS, Agents

St. Lawrence Steam-Boat Company.

Quebec, 31st Oct. 1835.

CALL US! WRITE US! COME AND SEE US!

We welcome your written inquiries, telephone calls and personal visits. Our staff will be happy to assist you in your research by directing you to specific sources and providing you with pertinent information.

Researchers should realize two important points in planning a visit to the Archives. Most of our original records are stored in satellite buildings and may require up to twenty-four hours for retrieval. Access restrictions on a number of our collections may limit their availability. If a letter of permission is required, you can save yourself time by obtaining this letter before you come.

In most cases, you may want to first contact the National Archives Reference and Researcher Services Division, either in writing or by telephone [(613) 995-8094]. The staff will be able to provide you with information and material that will make your visit more productive.



CAN'T VISIT BUT WOULD LIKE ACCESS TO OUR HOLDINGS?

Provincial and territorial archival repositories have copies of some of our collections. As well, many of our microform holdings are available through the inter-institutional loan service. A limited quantity of photocopies of original documents and reader-printer copies of microfilm or microfiche will be provided at a reasonable cost. A complete list of the Manuscript Division's collections is available on microfiche. It indicates which finding aids, also on microfiche, are available. These services enable researchers across the country to consult archival collections at a university, library or archives closer to home.

Those who can't make it to Ottawa to see our exciting exhibitions may have the opportunity to view them closer to home through our program of travelling exhibitions.



COMMENT AVOIR ACCÈS AUX FONDS SANS SE RENDRE SUR PLACE?

Les dépôts d'archives provinciaux et territoriaux possèdent des copies de certains de nos fonds. En outre, beaucoup de nos fonds sur microfilms sont accessibles au moyen du service de prêt entre institutions. Un nombre limité de photocopies de pièces originales et de copies de microfilms et de microfiches produites par lecteur-reproducteur sont offertes à prix abordable. Une liste complète des fonds de la division figure sur microfiches. Elle indique quels instruments de recherche, également sur microfiches, peuvent vous être fournis moyennant certains frais. Ces services permettent aux chercheurs du pays de consulter les fonds d'archives dans les locaux d'une université, d'une bibliothèque ou d'un dépôt d'archives près de leur domicile.

Ceux qui ne peuvent se rendre à Ottawa pour visiter nos passionnantes expositions pourront les voir non loin de chez eux dans le cadre de notre programme d'expositions itinérantes.



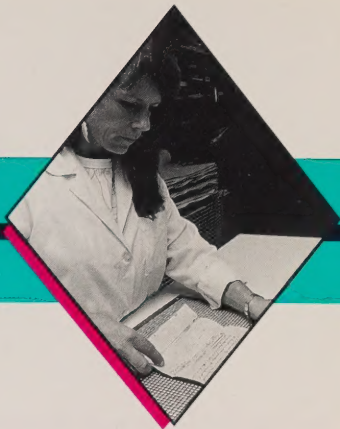
de personnes qui comprennent l'importance de sauvegarder notre passé dans toute sa richesse et sa diversité. Si vous croyez posséder des documents d'archives d'importance et d'intérêt pour le pays, communiquez avec nous!

QUELS SERVICES OFFRONS-NOUS?

La Division des manuscrits comprend quatre services. Trois s'occupent des diverses formes de documents textuels et informatiques, et le quatrième offre des services de soutien à la conservation ainsi qu'une aide administrative et technique.

Le SERVICE DES ARCHIVES POLITIQUES est responsable des documents de premiers ministres, de ministres, de sénateurs, de députés et de partis politiques.

Le SERVICE DES ARCHIVES PUBLIQUES s'occupe de la documentation sur les administrations coloniales françaises et britanniques, des documents des gouverneurs généraux, des juges, diplomates, hauts



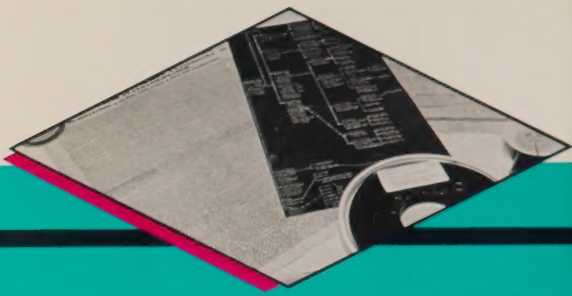
fonctionnaires et autres fonctionnaires fédéraux ainsi que des documents concernant la vie militaire.

Le SERVICE DES ARCHIVES DE LA SOCIÉTÉ CANADIENNE est chargé des documents créés par des personnes éminentes et des sociétés d'importance nationale qui ont joué un rôle actif dans les domaines social, culturel, économique et scientifique. Il est en outre responsable des documents concernant les Amérindiens et les Inuit ainsi que les communautés multiculturelles.

Le SERVICE DE CONSERVATION ET DE GESTION DES SYSTÈMES s'occupe de la conservation, de l'analyse et de la mise au point des systèmes, de l'intégration des archives informatiques ainsi que de l'administration.

ÉCRIVEZ-NOUS!
APPELEZ-NOUS!
VENEZ NOUS VOIR!

Nous vous encourageons à nous écrire, à nous appeler et à nous rendre visite. Notre



VOUS AVEZ BESOIN DE RENSEIGNEMENTS?

Cette brochure offre un coup d'œil sur les fonds et collections ainsi que les activités de la Division des manuscrits des Archives nationales du Canada. Si vous avez d'autres questions, notre personnel se fera un plaisir d'y répondre.

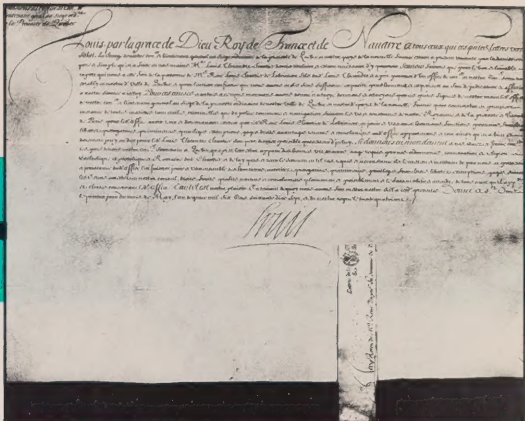
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Division des manuscrits
395, rue Wellington
Ottawa (Ontario)
K1A 0N3

TÉLÉPHONE : (613) 996-7374

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QUEL EST NOTRE RÔLE?

Les Archives nationales du Canada acquièrent, conservent et mettent à la disposition des chercheurs des documents privés et publics d'importance nationale. La Division des manuscrits acquiert et conserve des documents textuels et informatiques qui renseignent sur les modes de vie, les actions et les réalisations des Canadiens depuis les premiers voyages de découverte jusqu'à nos jours. Ces témoignages de particuliers, d'organismes et de



gouvernements étrangers concernant le Canada aident à retracer l'histoire de notre société au fil des jours.

EN QUOI CONSISTENT NOS FONDS?

Certains de nos dix mille fonds remontent au XV^e et au XVI^e siècles. Notre large éventail de documents regroupe entre autres, des lettres des premiers colons, des journaux de premiers ministres, des documents commerciaux, des procès-verbaux d'organismes multiculturels ainsi que des documents informatiques. Nos fonds sont accessibles grâce à une base de données appelée MAINS ainsi qu'au moyen de nos 1 800 instruments de recherche.

AVEZ-VOUS DES DON S À FAIRE?

Vous avez peut-être, chez vous ou à votre bureau, des documents d'intérêt pour les Archives nationales. La plupart des documents donnés à la division proviennent

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